



# Coastal Plains Community Center

Tel: (361)777-3991

200 Marriot Drive  
P.O. Box 1336  
Portland, Texas 78374  
[www.coastalplainsctr.org](http://www.coastalplainsctr.org)

Bulletin 860

September 15, 2017 – September 22, 2017

**Applications Accepted:** Mon.-Thur., 8:00am-5pm and Fri. 8:00am–4:00pm. Applicants **MUST** show their **ORIGINAL** Social Security card and **CURRENT** Texas driver's license and submit a completed **ORIGINAL** job application to be considered for employment. Applications must be received by 4:00pm on the closing date at 200 Marriott Dr., Portland, Texas 78374 to be eligible for consideration. Resumes **NOT ACCEPTED** in lieu of an application. **Will not accept faxed applications.**

*We are an Equal Opportunity/ADA/Affirmative Action Employer*

## Requirements:

Every person hired at Coastal Plains Community Center is considered an employee of the Center regardless of who made the offer of employment. Employment assignments may change due to budgetary, disciplinary, or administrative reasons. All changes in employment assignments will be handled in accordance with laws prohibiting any form of discrimination. All positions require the ability to work flexible hours and days as needed.

Positions requiring specific academic achievement and/or specific course attainment will require you to attach a copy of a transcript, certification and/or License to your application. All other positions will require verification of high school diploma or GED.

As per the Immigration Reform and Control Act of 1986 (§1200) all applicants for employment are required to provide documents that provide proof of employment authorization and identity. (Social Security Card, Driver's License, and (or) alternate documents as per regulations).

Criminal convictions involving personal injury, threat to another person, drug related offenses, etc., may make you ineligible for employment at Coastal Plains Community Center. Names of prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Falsification of the application for employment is grounds for dismissal, if employed.

For positions that require travel/driving, applicants must maintain a class "C" driver's license with a favorable driving record as evidenced by DPS Moving Violation report.

Coastal Plains Community Center is a DRUG FREE WORKPLACE. Effective August 1, 1996, before employment, all applicants are given a "conditional" offer of employment and will be required to take and pass a drug test. Physical assessment tests will be required for certain positions.

Effective July 1, 2002, all applicants for employment will be notified that prior to an offer of employment, they will be screened for previous confirmation of a class I confirmed incident or incidents of abuse or neglect against a consumer or consumers. Applicants with a confirmed history of abuse or neglect will not be considered for employment.

Coastal Plains Community Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status or special disabled veteran's status. Veterans Preference Applicable. Coastal Plains provides TTY services through Relay Texas. The State of Texas is an At Will State. Accordingly, Coastal Plains is an At Will Employer. Both the employee and the center may terminate the employment relationship at anytime with or without cause.

**Secretary III  
Beeville MH  
Monday-Friday 8:00 am-5:00 pm (Flex)  
\$1971.00 Monthly  
Closing: September 22, 2017  
Posting: # 925**



## **APPLICANT QUALIFICATIONS**

### **GENERAL DESCRIPTION:**

**The secretary III performs moderately complex secretarial/technical services for various professional staff. Job duties include medical transcription, data entry, and record management: mail processing, supply requisition, distribution/cashier duties and assembles/organizes information for supervisor. Supervises Secretary II position and Medical records, which may perform portion of these duties listed and assumes workload in the absence of Secretary II or Medical Records. This position reports directly to the Clinic Director**

### **MINIMUM QUALIFICATIONS:**

**Any combination of education and experience equivalent to high school graduation or GED, plus one (1) year experience in secretarial work.**

### **PREFERRED REQUIREMENTS:**

- 1. Knowledge of Microsoft word and excel**
- 2. Local residency within 30 minutes of duty station**
- 3. Ability to communicate in Spanish**
- 4. Reliable transportation with valid insurance**
- 5. One (1) year experience in supervisory capacity**
- 6. One (1) year of Office Management experience**
- 7. One (1) year experience working with people with disabilities**
- 8. Able to type 50 wpm**

Case Manager I,II,III (Youth)  
Rockport MH  
Monday-Friday 8am-5pm (Flex)  
\$2472.00-\$3143.00 Monthly  
Closing: September 29, 2017  
Posting: #926



## APPLICANT QUALIFICATIONS

**GENERAL DESCRIPTION:** Works as a member of an integrated treatment team. Staff is responsible for providing rehabilitation, and support services, to consumers identified with severe and persistent mental illness. Services provided to individuals in authorized service package include Pharmacological management services, and rehabilitation services. Nature of work requires frequent in-person, long-term contact with individuals, family members, and service providers. Job performance requires an automobile, extensive travel, and flexible hours to provide services. Job also requires staff to facilitate skills activities in a group or individual setting to clients served by CPC. Works under the supervision of the Clinic Director or designee. Job requires high level of clinical skill necessary for independent judgement.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in social, behavioral health, or human services. Salary is commensurate with education and experience per Coastal Plains career ladder.

### PREFERRED REQUIREMENTS:

- 1.) Knowledge of Microsoft office and basic computer skills
- 2.) Able to communicate orally in Spanish.
- 3.) One year experience in MH casemanagement/rehab skills training.
- 4.) Maintain class "C" license with less than 10 penalty points
- 5.) Lives within a 30 minute commute from the Rockport clinic.
- 6.) Master's degree in major of social, behavior health or human services.

**General Ledger Accountant  
Portland Admin  
Monday-Friday 8am-5pm (Flex)  
\$3553.50 Monthly  
Closing: September 29, 2017  
Posting: #927**



## **APPLICANT QUALIFICATIONS**

### **GENERAL DESCRIPTION:**

Responsible for timely and accurate general ledger transactions, including adjustments and reclassifications. Reconciles balance sheet accounts. Supervises accounts payable functions and releases electronic payments. Performs monthly bank reconciliations. Assists preparing reports for management and to meet contract requirements.

### **MINIMUM QUALIFICATIONS:**

College Degree with a minimum of 12 hours of college accounting courses, plus two (2) years experience as an Accountant responsible for general ledger functions.

### **PREFERRED REQUIREMENTS:**

1. Proficient with Microsoft Excel and Windows based accounting software.
2. Knowledge of MS Word.
3. Knowledge of accounts payable processing, revenue recognition, and account analysis of complex accounting data.
4. Prefer at least one (1) year experience with Governmental Accounting.